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How to publish

Publishing media on the Web is not as simple as it should be. We're committed to help demystify the process. We plan to create a Learning Center on Ourmedia to share tips and best practices.

Registering

The first thing you need to get started is to quickly register on both Ourmedia and the Internet Archive. It's free, quick and easy. [Here's how](#).

Publishing media files

Once you have registered on both sites, you will immediately be able to publish video, audio, photos, text and more. Just go to My Controls in the left-hand navigation bar and select [publish my media](#). The steps should be fairly self-explanatory.

Alternatively, you may select the [Ourmedia Publisher tool](#), especially for files larger than 10 megabytes in size. That's important to know, because transferring large files like video via a Web interface is an iffy proposition.

Publishing to your personal blog

If you registered, congratulations — you get a free blog. Just go to My Controls and select [Post to my blog](#). If you need more detailed directions, see [How to blog on Ourmedia](#).

Already have an outside blog? Have it appear on Ourmedia automatically in our [related blogs](#) section. Post to (add my feed? somewhere else?) with a link to your blog's RSS feed to have it added.

Publishing to the Ourmedia Weblog

Any member may also post to the Ourmedia group blog. Your post will appear on the front page of the site as well as on the blog's [own page](#).

Posts to the group blog should be relevant to the Ourmedia community (say, about grassroots media or site policies or an utterly cool discovery).

Publishing to the Community Forums

In addition to a group blog, we have lots of [Community Forums](#) geared toward particular subjects like videoblogging, podcasting, fair use or bug reports. Only members may post in the forums.

Naming conventions for media files

Select a unique title for the media file you want to publish. Don't add quotemarks to the title. You may not assign the same exact title to more than one media item, so be careful that you don't duplicate an existing file or your upload won't go through.

Tags

Tags are keywords that you attach to your media files, postings or membership profile. You assign keywords to a piece of media when you publish it.

See [Tagging](#) for why they're important and why we require at least one tag for each file you publish.

Required fields

When you publish a video, audio file, photo or other kind of media on Ourmedia, we require only a few fields: generally, name, title, copyright license, description, keyword or tag ([here's why](#)), and sometimes a media type.

Unlike other services, Ourmedia will store your files for free for decades to come, so please take a few extra moments to enter all relevant text fields during the upload process. Your children or grandkids may thank you one day.

Editing, encoding, uploading media

We plan to post tutorials on how to prepare media for publishing on the Web. Here are some pages to get you started:

- [How to publish video](#)

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Still confused?

Remember, we're just getting going. So if you see something on the site that doesn't make sense or is too complicated, let us know and we'll address it. Send us [suggestions](#) or [volunteer](#) to help.

And if you [spot any bugs](#) or [see any abusive behavior](#), please let us know. We're a volunteer effort and need the help of our members to succeed.

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How to publish audio

Ourmedia is for everyone who wants to publish grassroots media: novices, hobbyists and experts. Through our Forums and our upcoming Learning Center, we'll provide tips, tutorials and best practices for you to create the best possible works.

Ourmedia accepts audio in all formats.

On Ourmedia, "audio" refers to any kind of digital sound recording: speech, music, sound snippets, etc. Each involves a different approach.

Five steps

In general, creating audio consists of five steps:

Step 1: Record your audio

Step 2: Transfer your audio to your computer

Step 3: Optional step: Edit your audio with audio-editing software

Step 4: Optional step: Optimize your audio for playback on the Web

Step 5: Share your audio file with the world by uploading it to Ourmedia

You're responsible for all five steps.

Step 1: Just record it!

If you're creating music, the Web teems with tutorials on the software and techniques you'll need.

For other kinds of audio, you may record on a traditional analog tape recorder and convert it to a digital file, but the easiest way is to record directly to a digital recorder or directly to your computer with the proper software and microphone equipment. You don't need fancy studio recording equipment -- a US\$49 handheld digital recorder will do.

Step 2: Transfer your sound file

Audio files are smaller than video files and will thus transfer much faster to your computer (if you're not recording directly to your PC or Mac). Many digital recorders come with flash memory cards, which connect directly to slots on newer machines or to a USB port with a card reader. Other devices come with a cable to transfer audio to your PC or Mac via USB or IEEE-1394 (FireWire). Check your manual, research it online, or ask a question in our [Community Forums](#).

Step 3: Edit your audio

There are dozens of audio-editing applications on the market, some free, some for a price.

[Audacity](#) is a popular free open-source free program that runs on Mac, Windows and Linux. It's a great tool for recording and audio editing.

Step 4: Encoding your audio (optional)

Codecs (compression software) reduce the size of your audio files so they require less storage and transfer faster over the Internet. See Wikipedia for more on [audio data compression](#).

If you choose to upload audio in a high-quality, uncompressed file, we'll use the Internet Archive's deriver engine to convert it into two or three different formats, such as MP3, giving users a choice of zippier files to download.

The Internet Archive encourages people to upload audio files in an uncompressed format such as [WAV](#) or a lossless-compression format such as [SHN](#) (Shorten), a non-commercial format, or [FLAC](#) (Free Lossless Audio Codec) or [Monkey's Audio](#), both of which are open-source codecs. Be aware, however, that uploading uncompressed audio over the Internet, even with a DSL or cable modem, can take considerable time. For example a 10-minute stereo WAV file (16 bit, 44,100Hz sample rate) is bigger than 100 megabytes and can take more than 14 hours to upload over a 1mbps connection.

You may, of course, publish your file to Ourmedia in compressed audio formats such as [MP3](#) (MPEG Audio Layer 3); [Vorbis](#), a good open-source format; [QuickTime](#); or (AAC) [Advanced Audio Coding](#), though such files are compatible only with Apple computers and

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the iPod family and can't play on Windows Media Player.

And, if you wish, you may publish audio in Real Audio (RA) or Windows Media Audio (WMA) or other proprietary formats. Remember that whatever format you use, you may be limiting the number of people who can play files in that format.

MP3 is far and away the most common lossy-compression format, and if you use MP3 there's a good chance that almost anyone will be able to listen to your audio. If you use [Audacity](#) for recording or editing, you can use the [LAME](#) MP3 encoder (a separate utility) to create your MP3 files.

Step 5: Share your audio

Our [publish my media](#) pages and [Ourmedia Publisher drag-and-drop tool](#) are designed to simplify the upload process while capturing necessary text information about your audio file.

Send us [suggestions](#) for improving the process.

Resources

See [Wikipedia](#) for excellent background on the various audio codecs.

Also participate in the Ourmedia [Community Forums](#) to get more detailed information. Don't be put off by the topic's seeming complexity. Creating media is for everyone — not just the experts. Do it once and you'll get the hang of it!

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How to publish images

Ourmedia is for professional photographers, hobbyists and beginners. We hope that our more experienced members will share some of the tips and insights you've learned over the years by posting in the [Community Forums](#) or on your personal blog.

As it stands today, members may publish only a single photo at a time, and there is no good way to group related images together.

We're just beginning to address the publication of photos on Ourmedia. In our next release, we hope to support image galleries and the upload of multiple images. If you'd like to help us build a more mature set of tools or templates, please [volunteer](#).

Supported formats

Ourmedia accepts images in all standard formats: jpeg, png, gif, tiff, bmp, eps, pict, pdf, etc.

All sizes welcome

Practically speaking, there are no maximum size limits for images on Ourmedia, either in terms of file size or dimensions. Just bear in mind that jpegs less than 1MB in size work wonderfully on the Web, and most users can't view an image much wider than 1,000 pixels.

If you publish a photo wider than 320 pixels, we'll automatically scale it down to that size and offer a secondary link to the full-size image. (We plan to enlarge our default photo size to more than 500px in the near future.)

Long-term storage — for free

Our friends who run commercial photo-sharing web sites (which we love!) place limits on their members: You can't post an image wider than, say, 400px. You can't upload too many photos or you'll quickly reach your limit (unless you pay extra).

We have no such limits on file size or maximum storage space.

We're free. And will remain so.

Business use of Ourmedia

Some photographers have indicated to us that they plan to post jpegs of their works on Ourmedia with an accompanying notice that higher-resolution versions are available for commercial print publication. That sounds smart to us.

Edit your photos

There are dozens of image editing applications on the market. Among the most popular commercial software programs are Adobe Photoshop (for experts and hobbyists), Photoshop Elements (for beginners) and [many others](#). Apple plans to introduce a photo editing tool in mid-2005.

Free image-editing programs include [the GIMP](#) (GNU Image Manipulation Program), [ImageForge](#) and others.

Share your photos

Our [publish my images](#) form and [Ourmedia Publisher drag-and-drop tool](#) are designed to simplify the upload process while capturing accompanying text information about your photos.

Required fields

Please understand that while a picture may be worth a thousand words, a handful of words often helps users grasp the context or import of an image. Because we expect your photos to be stored in our repository for decades to come, try to take a few seconds to add a description and other key information about your image.

Copyright

Ourmedia is not a place for publishing "found photographs." If you don't know who took it, you can't publish it. In addition to publishing your own photos, you may publish the works of others if you have their explicit permission, if the images are clearly in the public

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domain, or if they fall under well-accepted fair use standards (such as images commissioned by the government).

A reminder

While we expect that your photos will be stored and retrievable from our servers for decades to come, stuff happens. So please don't rely on us as a storage bin for your image files. Always make backups of your image collections for safekeeping.

Going forward

Send us [suggestions](#) and please participate in the Ourmedia [Community Forums](#) to offer tips for improving the process, but understand that we're just at the beginning.

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How to publish text

Currently there is only one way to publish text on Ourmedia:

Publish the file as an attachment. Books, reports, short stories, magazine-length articles or essays are especially good candidates for this. The end user will see your description of the work and be able to download the work

But be aware that at present they won't be able to read your text work from your media site: They'll have to download it and open it up.

You may also, of course, post text on your [personal blog](#). Keep in mind that your blog posts won't be preserved for posterity in the Internet Archive.

We'll continue to improve our publishing process in the months ahead. In our next major release we hope to enable members to group related items (such as book chapters) together. We're also considering allowing members to enter short works of under 500 words (such as poems, how-to articles, advice columns and the like) directly on the page with html-coded text.

Supported formats

Ourmedia accepts text works in all standard formats: txt, pdf, doc, rtf, even html. We do not offer reading software, however, so the more obscure your format, the fewer people who will be able to open it.

All sizes welcome

Practically speaking, there are no maximum size limits for text files on Ourmedia, either in terms of file size or page numbers. The entire King James Bible is here, in a single document.

Copyright

In addition to publishing your own text works, you may publish the writings of others if you have their explicit permission, if the work is clearly in the public domain, or if it falls under well-accepted fair use standards (such as a government report).

Expose and reinvent classic works

We're looking for [volunteers](#) to help expose our shared cultural riches. For example, thousands of classic works (books, stories, articles) need to be converted to xhtml so they can be accessed by handheld devices. Others, such as classic literature, can be formatted in gorgeous layouts and typefaces for sharing on Ourmedia. You'll receive credit for your contributions; see [Acting as a surrogate](#) for details.

A reminder

While we expect that your text works will be stored and retrievable from our servers for decades to come, stuff happens. So please don't rely on us as a storage bin for your text files. Always make backups of your works for safekeeping.

Going forward

Send us [suggestions](#) and participate in the Ourmedia [Community Forums](#) to offer tips for how we're doing things, but please understand that we're just at the beginning.

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About Ourmedia Publisher

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What is Ourmedia Publisher?

Ourmedia Publisher is a drag-and-drop desktop application created by [Creative Commons](#) and the Ourmedia project team that will help you publish your files to Ourmedia and assign rights to them.

Where can I get it?

Download it from our [Tools page](#).

Will it work on my machine?

Ourmedia Publisher works on Windows PC and Macs. A Linux version is in the works.

Should I use this tool or the Ourmedia web site to publish content?

Your choice. Some members will prefer the [publish my media](#) forms on the web site. Partly it's a matter of personal preference. Ourmedia Publisher has a step-by-step UI and mouseover fields with additional instructions; the web site may be easier for others to use.

One important difference is that any web-based interface is unreliable for uploading files greater than 10 megabytes in size. So, for videos or other large files, you'll want to use the desktop tool instead.

How do I install it?

After you download the application, double-click it to start the installation. Publisher will begin a guided setup that takes about 20 seconds to complete.

We don't install icons or shortcuts onto your desktop, so you'll have to look for the application icon to create a shortcut. If you used the Wizard's default, you'll find the program here on a PC: Program Files folder > Ourmedia Publisher folder. Look for the icon of a computer screen labeled ompub. Then right-click on it and select: Send to > Desktop (create shortcut). Mac users know the drill for creating aliases, too.

Where will my files be stored?

The files themselves are stored on the Internet Archive's servers, but you and the world will see each uploaded file (and the accompanying information you provide) as a separate media page at Ourmedia.org.

What kinds of files can Publisher upload?

You may upload:

- audio (including music)
- video
- images
- text
- interactive files, such as software and games
- other files

Our metadata fields have not been established for the last two media types.

Must I own the rights to the files I publish?

Generally, yes. You may not upload files belonging to anyone else unless:

- you have their explicit permission
- they have agreed to share their materials through a [Creative Commons license](#), or
- the files are in the [public domain](#).

Also see the Ourmedia [Site rules](#) and [fair use](#) guidelines.

What about file-sharing networks?

If you choose a [Creative Commons license](#) or the [public domain](#), your file may be placed on legal file-sharing networks such as [BitTorrent](#), with the metadata (descriptive text information) attached to the file.

For instance, Publisher will embed a license tag into your MP3 files that many file-sharing networks can detect. After you publish a file, just drop it into the Shared folder of your p2p network.

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Do I need an Internet connection?

Yes, both to upload your files and to attach the appropriate license information to them.

Error message

At the upload stage, if you receive an error message saying "550 Can't create directory. File exists," it indicates that a file already exists on our servers with that file name and author/artist. Please assign your work a different name and try again.

I don't understand something in the tool.

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How to select a copyright license

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Copyright licenses

You must assign a copyright license for every media file you publish to Ourmedia, so that the world knows how your work may be used.

You'll be able to do so through either the options on the [publish my media](#) pages or through a page on the [Ourmedia Publisher tool](#).

We generally recommend choosing a [Creative Commons](#) license, which lets you keep your copyright but allows people to copy and distribute your work provided they give you credit – and only under the conditions you specify here.

Here are all the licensing options available to you:

• Creative Commons

Under a Creative Commons license, you keep your copyright but fine-tune it so that others may know how they may (or may not) use your work.

You have the option to allow commercial uses of your work (or not), and to allow modifications of your work (or not). As a general rule, others are required to attribute you if they share or reuse your work.

See the full range of Creative Commons licenses [here](#). If you prefer a step-by-step process, click [here](#). (This is only to help you decide on a license; you must choose the license you'll use as part of the upload process.)

• Creative Commons Sampling

Sampling allows others to use pieces of your work but prohibits use of the entire work. Again, you may fine-tune your rights to allow others to transform segments of your work (for commercial or non-commercial purposes) or to share the entire work with others for non-commercial purposes.

Sampling can apply to music, audio, video or images. See the Sampling options process [here](#).

• Public domain

You may contribute all rights to your work to the public domain, which means that anyone – individuals, organizations, corporations – may use it for any purpose, commercial or non-commercial. (If so, society thanks you for your contribution to the public commons.) If you choose this course, please make sure that you own all the rights to your work. For instance, you may not be able to contribute images of recognizable figures to the public domain without their consent.

You can read more about public domain contributions [here](#).

• Traditional copyright

Traditional copyright does not work well on the Internet, where it is a violation of law every time someone passes a copy of your file to a friend without your permission. Creative Commons licenses specify online usage rights in ways that traditional copyright fails to do.

If you choose this option, you understand that Ourmedia will post your file on a public Web site and you recognize that others may access, view, copy, store or redistribute your work.

Read more about copyright at the U.S. government's [Copyright Office](#) Web site.

• Other copyright options

There are a multitude of additional copyright licenses you may choose, such as the [GNU Public License](#), often selected for donations of software or game code; the [Mozilla Public License](#); the [Netscape Public License](#), and others.

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How to add your blog feed to our aggregator page

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Ourmedia offers a page showing the combined RSS feeds of any members who want to participate.

You can [see the page here](#) — sort of a members' external group blog.

To have your feed listed, please just [contact us](#) and tell us your name, the title of your weblog, and your RSS feed url (*not* your blog's url).

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How to blog on Ourmedia

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How to blog on Ourmedia

You have two ways to blog on Ourmedia.

Personal blog

All Ourmedia members get a free personal blog. To post, just choose [post to my blog](#) in the left nav. Enter a Title (or headline) and Body (for the body text).

If you have "rich text editor" enabled in your user profile (in your user account under the edit tab, account settings), you should be able to see WYSIWYG toolbars immediately above the Body window. Here, you can add boldface, italics, underline, strikethrough, undo and redo, erase formatting, add bullets, indent, add a text link, image, table, rule and more. Mouse over each icon to see what it does.

You can also get into the raw code of your entry by selecting the <> (carats) symbol, located to the right of the insert rule line. To the right of carats is a coolio Enlarge Editor function that calls up a separate window for your entry. It's all a part of the WYSIWYG editor for text form fields called HTMLArea.

Comments

Only registered Ourmedia members may post a comment on your blog. You may edit your own blog posts later on by clicking on the *edit tab* or clicking on the headline (we know, not intuitive — we'll fix that).

Unfortunately, Drupal does not currently permit members to edit or delete a comment posted on your blog or on your media page. If a comment violates our [Site rules](#), then [let a moderator know](#) and he or she will remove it. Be sure to include your name, the exact url of the page in question, the specific comment you object to, and the reason you'd like it removed.

Ourmedia Weblog

All members may also post to the [Ourmedia Weblog](#), a group or community blog. You can see it at the bottom of the front page. Every comment posted by a member will appear on the site's home page. We'll need to reconsider that open posting policy if it is abused.

You may edit your own blog posts later on. You do so by clicking on the headline (we know, not intuitive — we'll fix that, too).

The Ourmedia Weblog is intended for those who want to comment about the site in general or who want to share a work they've published that may hold widespread interest. Go to the [Community Forums](#) to hold discussions about topics of particular interest, such as podcasting, videoblogging, photography — or whatever subject strikes your fancy.

Including a photo or video in your post

Want to include a photo ([like this](#)), audio file, video or text file in your blog post? Here's how. (Hang on, Drupal doesn't make it easy.) Two ways to do this.

You can use the built-in image editor:

- 1) Choose the "Insert/Modify Image" icon to the right of the Insert Web Link icon in the WYSIWYG toolbar.
- 2) When the window pops open, if you want to point to an image already on the Web or on Ourmedia, you may enter the url of the image file in the Image URL field.

If you are uploading a new image, use the Upload File fields. Browse to find the image on your hard drive, assign a descriptive phrase, and click Upload. After it's uploaded, you should see it in Image Preview. Click OK to insert it onto your page.

Alternatively, you can do this:

- 1) Select [post to my blog](#).
- 2) At the bottom of the page, under Attachments, choose Browse.
- 3) Click Submit (or Attach, then Submit)
- 4) You'll see the url of the media file that's now stored on our servers. Re-edit your blog post and link to it like so:

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We plan to add Trackback to blogs soon after we launch. Please [suggest](#) other enhancements you'd like to see.

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How to post a comment

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Posting comments

Only registered members may post comments on Ourmedia. You may post a comment a few different ways. Whenever you post a comment, your thumbnail photo appears atop your remarks, if you uploaded a picture to your [My Page](#) account settings page.

Remember to observe our [Community guidelines and comments policy](#).

Personal blogs

To post a comment, just go to that person's blog, or to a particular blog entry page, click "add new comment," and enter text into the Subject (headline) and Comment fields. Then click Submit.

If someone else already posted a comment to the blog entry, you won't see "add new comment." In that case, you'll see "1 comment," "2 comments," etc. Click through and you can "add new comment" to the original post or "reply" to a comment someone else has made.

Ourmedia Weblog

There are no comment threads on the Ourmedia group blog, which appears on the front page. If you'd like to respond to someone else's comment, just select [post to ourmedia blog](#) under My Controls in the left-hand nav.

Media pages

You may also add a new comment or reply to an existing comment on every media page, such as [this one](#). We'll be redesigning the comments section of media pages in a future release.

Forums

In addition, you may post to a thread in the [Community Forums](#).

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How to post in the Forums

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Posting guidelines

Any registered member may post in the Forums — and we encourage you to. Please remember to observe our [Community guidelines and comments policy](#).

Forums vs. group blog

The [Community Forums](#), rather than the [Ourmedia group blog](#), is the place where members can hold long-running conversations about topics of particular interest, such as podcasting, videoblogging, photography — or whatever subject strikes your fancy.

The Ourmedia Weblog is intended for those who want to comment about the site in general or who want to share a work they've published that may hold widespread interest.

We read everything that's posted on the site, so don't feel that your comments will be ignored if they don't appear on the front page.

Posting to an existing Forum topic

To post to a Forum topic, just go to the main [Forums page](#) (you'll always see "forums" in the main navigation menu at the top of each page). Select a topic such as [Ourmedia: next phases](#). Select "Post new forum topic" if you want to start a new thread within that topic (sorry for the misleading labeling; we'll fix that default wording in a future release). Then enter the Title and your comments in the Body, and click Submit.

Creating a new Forum topic

Unfortunately, in Drupal (our open-source content management system) members cannot create new Forum topics. We *do* want to encourage new topics, however, so please suggest a new Forum topic in the [Contact us](#) form and we'll try to add it as quickly as possible. (Again, note that when Drupal says "Post new forum topic," you're actually posting a new thread, not a new topic or subject category, and you must select from a pre-existing list of topics.)

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A global team of volunteers

Ourmedia can exist only through the help of our distributed team of volunteer moderators.

We need additional moderators from all time zones around the world, so if you have time to check in and monitor web site activity during any periods, please [contact us](#).

Who they are

You can see a list of all our moderators on the [Project team](#) page.

Duties

Moderators are administrators with responsibility for overseeing the site's operation. They are responsible for:

- responding to members' questions and comments in the [Community Forums](#)
- answering members and users who contact us through forms, forums, postings and e-mail
- making sure that members abide by the [Community guidelines and comments policy](#)
- removing any content that violates the [Site rules](#) (such as porn or violations of copyright law).

Moderators are authorized to suspend or ban violators, if need be. Please be courteous when communicating with them.

Assistance from members

Because our members upload content to Ourmedia without a curator as an intermediary, we rely on not only our volunteers to police violations (just as Wikipedia does). We also depend on all of you to [report abuses](#).

How to volunteer

If you'd like to become a moderator or would like more information, please [contact us](#).

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How to play media files

Ourmedia is an open media network, meaning that members can upload their media files in any format they'd like. But the more obscure the format, the fewer users who will be able to see or hear your work.

Long term, our goal is to formulate standards so that open-standards media players will be able to play any media file.

Our philosophy is to encourage members to upload works that can be easily accessed and shared. Thus, we like MPEG-4 video (which can play on all major media players) better than video encoded in proprietary formats. But we'll accept media in any format.

Downloading a media player

To play media, you need the appropriate software to play it. Fortunately, for years now all new computers come with pre-installed media players of one type or another.

If you try to play a piece of media on Ourmedia and it doesn't work, it may be that your computer doesn't have the free software application. Here is a guide to downloading of the major media players for the most recent versions of the Windows, Apple and Linux operating systems.

Software for playing media files, based on platform:

PC (Windows)

- Flash [Info](#) | [Download](#)
File extension: .swf
- Quick Time Player [Info](#) | [Download](#)
.mov .qt .mpg .mpeg .swf .mpg .mpeg .mp3 .wav .avi .aiff .dv others
- Real One Player [Info](#) | [Download](#)
.ram .smil .ra .wma .swf .mpg .mpeg .mp3 .wav .avi .aiff .mid .midi others
- Windows Media Player [Info](#) | [Download](#)
.wmv .wma .wm.asf .asx .avi .wav .wax .wvx .mpg .mpeg .m1v .mp2 .mpv2 .mpa .mpe .ra .ram .rm .rmm .swf .avi .mp3 .m3u others
- DivX [Info](#) | [Download](#)

MacOS X

- Flash [Info](#) | [Download](#)
- QuickTime Player [Info](#) | [Download](#)
- Real One Player [Info](#) | [Download](#)
- Windows Media Player for MacOS X [Info](#) | [Download](#)
- DivX [Info](#) | [Download](#)

Linux

- Flash [Info](#) | [Download](#)
- QuickTime Player ([early versions](#)) [Info](#) | [Download](#)
- Real Player [Info](#) | [Download](#)

Other media players

- Ace Media Player (Windows) [Info](#) | [Download](#)
.mpeg .divx .rm .mov .dat .asf .wmv .avi
- M Player (Linux, Windows, Mac OS X) [Info](#) | [Download](#)
.mpeg .qt/.mov/mp4 .rm .vob .avi .ogg/.ogm .vivo .asf/.wma .fli others
- XMMS audio player (Linux) [Info](#) | [Download](#)
.mp3 .wav .mods others

Contact us

If you know of a media player that should be listed here, [let us know](#).

[Contact us](#) if you can't play a media file. Please provide the specific url of the file and the media player you're using.

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Browser problems

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It's 2005. Haven't the browser wars ended?

The answer, alas, is no.

Our volunteer corps of coders has worked mightily to make Ourmedia work in all browsers. We believe 99 percent of users will be able to access Ourmedia over broadband. (Sorry, our multimedia content isn't built for dial-up.)

The browsers we support include Internet Explorer (Windows XP), Firefox (Windows, Mac OS X, Linux), Mozilla (Windows, Mac OS X, Linux), Safari (Mac OS X), Opera (Windows, Mac OS X, Linux) and Netscape (Windows).

Internet Explorer for Mac

Unfortunately, Microsoft [stopped](#) regular updates of its IE browser for the Mac in 2003. If you're an Apple user, we suggest you visit Ourmedia on Safari, Firefox or Mozilla (all free).

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Saving media

When you play a video or audio file on Ourmedia, it generally comes to your computer as a progressive download, which means it's stored in a temporary cache folder.

If you want a permanent copy of the file to play at your leisure or to transfer to a portable device, do this:

- 1) Go to the file's media page ([example](#))
- 2) On a PC, right-click on "URL: Link" at the bottom of the main window. On a Mac, go to the same link and click Control > Save Link As. Then save it to a folder on your hard drive.

Be aware that if a media item's owner has assigned "traditional copyright" to the item, you may not share it with others without permission.

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If you're having problems playing video (or other media files) on Ourmedia, it could be:

A bandwidth issue. Video is notoriously bandwidth-hungry, so videos may stall midway through. (Most videos today, such as QuickTime videos, start playing a few seconds after they begin downloading to your hard drive, a process called progressive download. You'll see very few instances of streaming on Ourmedia because streaming media cannot be shared.)

If your video stalls, sometimes it will resume on its own after a few seconds. If it doesn't, try reloading the page. Videos also load faster or slower depending on your modem's connection speed and on how many others are sharing your network.

A media player issue. Because Ourmedia allows media to be uploaded in dozens of different formats, you may not have the proper software to view it. See [How to play media files](#) for information on downloading free player software.

If you have the right media player but your video or audio file repeatedly stalls when you try to play it, one alternative is to save it directly to your hard drive. [Here's how.](#)

If you continue to experience difficulties, please [contact us](#), specify your problem with as much detail as possible, and we'll try to trouble-shoot it with you.

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How do you find media on Ourmedia?

Today it's not as easy as it should be, but we'll continue to make improvements.

To find your own media

Finding the media you've published is a breeze. Just go to your [My Page](#) and it should be listed there. We also provide lists of each member's **MY PUBLISHED MEDIA** and **MY BLOG POSTS** for easy at-a-glance reference in the *left nav*.

To find others' media

To find other media items, begin with the links under **BROWSE BY MEDIA TYPE** in the *left nav*. Click through to see all video, audio, text or images published on Ourmedia.

You can also use [Browse](#) (link in the top nav) or [Site map](#) (in the footer nav). The pages, which are identical, contain listings of videos, audio files, photos and music broken down by genre or category.

You can spot the **NEWEST MEDIA** on the site near the top of the *right-hand nav*. There you'll find a list of the 10 latest media items to be published on Ourmedia. But click the "more" link and you'll uncover the [Newest media](#) page, a list of all the media items that have been published on Ourmedia since Day 1.

Midway down the *left nav* is **POPULAR CONTENT**, listing the most popular media items today and all time.

Also try the **SEARCH** button. We plan to make it smarter in the near future and add the ability to search by media type and subtype.

Also coming soon will be the ability to **Browse by Tags**. Once members begin adding tags (keywords) to their works, this should prove to be the most popular way to find media on the site.

You can also visit the [Member profiles](#) page and navigate to a particular user's My Page. Each member page contains a public listing of every media file he or she has published on Ourmedia.

Finally, you can also subscribe to **RSS feeds** for different media types. Say you want to be alerted whenever someone publishes a new videoblog video on Ourmedia, or a photo of street scenes; you'd subscribe to the feeds for [videoblogs](#) and [street scenes](#). Just add the XML link to your news reader (RSS aggregator) from our [Site map](#).

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The easiest way to find other members of Ourmedia is to select "members" from the masthead menu (at the top right) or "Member profiles" in the community box (at the top of the right nav).

You may also search on a name using the Search field.

Every piece of media on the site should have an accompanying link that takes you to the person's member page. Every blog post should have a link that takes you to the person's full blog, from which you can click the person's name to get to his or her member page.

Sending messages

In addition, you can send any member a private message by selecting "Send [this person] a message" on the member's My Page.

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Sending messages

You may send a private e-mail to any member of Ourmedia. The message winds up in his or her [my messages](#) basket on the site rather than in his or her external e-mail in-box.

To do so, navigate to the person's My Page (member page) and click "Send [this person] a message" to the right of the person's name near the top of the page.

Reading messages

To read your messages, select [my messages](#) from the left nav under MY CONTROLS. You'll see the date, time, sender's name and subject. Select the subject to read the message. You may then reply to the message, delete it or ignore it.

Message controls

If you do not wish to receive private messages on Ourmedia, go to your account settings page (on the edit tab of your [My Page](#)). Under "Private message settings," uncheck the box next to "Allow private messages."

Message notification

If you have messages waiting in your my messages queue, you'll receive a daily e-mail notification sent to the e-mail account on your account settings page. To turn this off, go to your account settings page (on the edit tab of your [My Page](#)) and uncheck the box that says, "Receive daily e-mail for unread messages."

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What are tags?

Tags are keywords that you attach to your media files, postings or membership profile. You assign keywords to a piece of media when you publish it.

Why are they important?

In the old days, you could find what you were looking for only through subject hierarchies created by experts. Tags are a new grassroots, bottom-up social phenomenon to create organization around media items. When you tag your work, you're doing more than labeling it; you're engaging in a democratic, social act that subverts traditional methods of organizing material.

Tags are cool.

Why does Ourmedia require tags?

Just type in a word in the keywords field — you're done! Tags are important; they're how most people will find your work. An open-source site like Ourmedia relies on its members not just for media items but to help organize the media as well.

What's the best way to use tags?

Any work of media calls out for words or phrases that capture its essence. People move through information on the Web in different ways. You can think of tags as subjects, or themes, or related items, or something else altogether.

The creator of this photo, for example, might include such tags as tortoise, stroll, leisure, siblings, shell, bricks, park, slo-mo.



Can I use my tags from Flickr, del.icio.us, Technorati, Metafilter or WebJay on Ourmedia?

For sure. We'll be creating a mapping facility so that folks can match up their existing tags on other sites, creating a meta-catalog of media.

For more, see Wikipedia's entry on [Folksonomy](#).

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What is a buddy list?

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A buddy list is just what it sounds like.

You can connect more easily with friends on Ourmedia by adding them to your [buddy list](#). Your buddy list page shows you the people you've designated as buddies and people who've designated you as a buddy.

Designating someone as a buddy gives you quicker access to their member page and thus a speedier way to send them a private message.

If you wish, you may later remove someone from your buddy list by selecting "Remove [member] from my buddy list" on the person's member page where you originally designated him or her.

Soon we'll be adding additional social networking functions to Ourmedia. Stay tuned.

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How to see what you've published

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Ourmedia makes it simple to see what you've published.

Under My Controls, select [my page](#). Immediately below your personal information should be a list of the media you've published, accessible to anyone who calls up the page.

You can also see a list of the most recent media items you've published by glancing at MY PUBLISHED MEDIA list in the left nav.

Your member page currently lists your published media under the "track" tab. Very soon, that list should appear on the front of your My Page.

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How to delete a comment

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Only members — not anonymous users — may post comments in Ourmedia.

Unfortunately, Drupal (our open-source content management system) does not permit members to delete comments left by others on your media pages or on your personal blog.

If someone has left a comment that violates our [Site rules](#) or [Community guidelines](#), please [contact us](#) and we'll take care of it. Be sure to include your name, the exact url of the page in question, the specific comment you object to, and the reason you'd like it removed.

In a future release of Ourmedia, we'll try to give members the ability to delete comments directly.

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How to use RSS/XML on Ourmedia

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RSS/XML: What it is

RSS (Really Simple Syndication) is news that comes to you. Through news readers, or aggregators, you can see when your favorite writers, artists or publications have published new content — without even visiting their Web page. Simply subscribe to their RSS feeds and you'll be alerted when there's new stuff to check out.

How to use RSS/XML on Ourmedia

Each member and each media category on Ourmedia automatically has an RSS feed assigned.

To subscribe to a member's RSS feed, simply go to that person's member page (to them, it's their My Page; to you, it's their member page). Look for the orange XML button at the bottom of the middle column. Copy or drag the feed to your favorite news-reader application and you'll be subscribed.

You may subscribe to media genres in the same way. Go to the [Site map](#), decide on the feeds you'd like to subscribe to, and copy or drag the feed from the XML button to your news reader. For example, you may subscribe to [independent film](#) or [mash-ups \(remixes\)](#) and see all the new entries added to those categories.

Pretty darn cool.

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How to remix content

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To remix content is to take elements of two or more media files and mash them together to create a new piece of media. Often, these are called mash-ups.

Ourmedia encourages remix culture — but only to the extent allowed by law.

Remixing and licenses

If someone publishes a media item with a traditional copyright license, generally you may not borrow from it to mix with other media elements.

However, most media on Ourmedia are licensed under a [Creative Commons](#) license, which allows — and indeed, enables — remix culture. You will find the specific copyright license chosen by each artist on each media page.

If a media item is designated with a Creative Commons license or resides in the public domain, you are free to remix, reinvent and recirculate it to your heart's content. Be sure to give credit to those whose works you sampled or reinterpreted.

In the coming months, we hope our forthcoming Learning Center will offer pointers on the specific tools appropriate for remixing video, audio or other media. We also plan to introduce a search capability allowing users to search out only media items that are available for remixing.

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You may generally contact another member of Ourmedia on his or her member page (their My Page).

At the top of the page, to the right of the member's name, you should see a link "Send [member] a message."

In addition, if the person has entered information about his or her handle on various instant messaging services, you may contact the member that way.

Ourmedia does not serve as an intermediary between members, so please don't contact us to ask for a member's external e-mail address, which is kept confidential.

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QuickTime settings

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If you publish a QuickTime movie, you can control how it appears and behaves on Ourmedia. The movie's creator can enable or disable these settings on the Publish video page:

Controller

You may display or hide the QuickTime controller, or player controls, on each video page you create on Ourmedia.

Here is how the controller looks when it is displayed:



Here is how it looks when it is hidden:



The site default is to display the QuickTime controller. It's generally a good idea to give users the ability to pause, start or stop a movie.

Loop

You may decide to loop your video after it concludes. If you enable this function, when your video reaches the end it will start to play again.

The site default is not to loop QuickTime videos.

Autoplay

You may decide that you want your movie to play shortly after a user visits your video page. If you enable Autoplay, the video will begin to play automatically without the user taking any action. Please be aware that many users find this to be a breach of etiquette.

The site default is not to autoplay QuickTime videos.

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